

CHAPTER 32

SAFETY AND OCCUPATIONAL HEALTH AWARDS PROGRAM ASHORE

3201. Purpose

To issue the policy and procedures for selecting the winners of the Chief of Naval Operations (CNO) Safety and Occupational Health (SOH) Shore Safety Awards.

3202. Applicability

This chapter applies to all U. S. Navy shore establishments and activities.

3203. Policy

CNO policy requires military and civilian personnel to apply safe and healthful practices in all their daily activities. To recognize outstanding efforts in risk management and mishap prevention, the CNO Safety and Occupational Health Shore Activity Awards Program provides recognition to an Echelon Two command with the best overall command SOH program record; to activities for attaining excellent records in SOH; and to individual SOH professionals who have made significant contributions to a command/ activity or overall Navy SOH program. The awards recognize outstanding contributions to operational readiness and conservation of resources through effective risk management. In addition to outstanding safety records, activities selected must have aggressive, innovative mishap prevention programs. These awards recognize excellence and are not to be confused with recognition for safety improvements (e.g., suggestion, invention, special achievement) under the provisions of the incentive awards program.

3204. Types of Awards

Appendix 32-A provides an explanation and selection criteria for CNO Safety and Occupational Health Awards Ashore. Appendix 32-B provides applicable formulas for the calculation of ashore mishap statistics. Awards are presented for excellence at the Echelon Two activity, and individual levels.

3205. Action

Activity commanders, commanding officers, or officers in charge shall develop and implement an activity safety awards program applicable to the mission and operations of the individual activity.

Echelon Two and Three headquarters commands are also encouraged to establish "in-house" safety awards of their own in line with the CNO award criteria to recognize respective activities and individuals within each claimancy.

Chapter 32

References

32-1. SECNAVINST 5100.15A of 22 Sept 95, Secretary of the Navy Awards for Achievements in Safety Ashore

Appendix 32-A

Awards Selection Criteria

Description

Chief of Naval Operations (CNO) Safety and Occupational Health (SOH) Shore Safety Award will be presented annually on a fiscal year basis to headquarters and shore activities (including Fleet operational/support units located ashore) based on the overall quality of their safety and occupational health programs, mishap prevention records, and contributions to the Navy's SOH program. In addition, individual safety and occupational health professionals will be recognized for their contributions to their command/activity and/or the Navy's SOH program through CNO Individual Awards for SOH and the Jerry E. Shultz Memorial Safety Award.

Award Categories

a. Headquarters. All Echelon Two or Echelon Three commands assigned primary support responsibility for subordinate activities or commands (e.g. TYCOMS); are eligible.

b. Activity

(1) Industrial – Those activities in the 50 United States whose primary mission is the production, maintenance, or rehabilitation of Navy equipment, material or facilities. These include aviation depots, public works centers, shipyards, and ship repair facilities. Test centers and research and development (R&D) facilities will compete in the non-industrial category.

(a) Small - activities with military and civilian working population of 1 - 1,000

(b) Medium - activities with military and civilian working population of 1,001 - 3,000

(c) Large - activities with military and civilian working population of 3001 and greater

(2) Non-Industrial – Activities such as naval stations, air stations, supply depots, training centers, and medical centers in the 50 United States will compete in this category.

(a) Small - activities with military and civilian working population of 1- 800

(b) Medium - activities with military and civilian working population of 801 - 2,000

(c) Large - activities with military and civilian working population of 2,001 and above

(3) Industrial - Outside of the 50 United States.

(4) Non-industrial - Outside of the 50 United States.

(5) Fleet Operational/Support Unit Ashore - one award - for those commands located ashore with sea or shore duty unit identification codes that are designated as fleet operating or fleet support units and not eligible for the surface ship award. The safety program must be based on the shore safety requirements of OPNAVINST 5100.23F.

d. Individual – There are two individual award categories. The CNO Individual Award for SOH will be presented to one military and one civilian manager and one civilian specialist/technician at the Headquarters (Echelon Two or Three), region, and individual activity level for a total of nine (9) awards. The nine CNO SOH award winners will compete for the Jerry E. Shultz Memorial Safety Award. The Jerry E. Shultz Memorial Safety Award will be presented to the one individual determined to have contributed most significantly to the command or Navy SOH Program. All civilian nominees must be SOH professionals performing safety manager or safety specialist/technician duties. Military nominees must be officially assigned to a perform safety manager or safety specialist/technician duties.

Eligibility

a. Headquarters - Echelon Two or Three's as described in the previous paragraph are eligible for the headquarters award.

b. Activity awards –

(a) Activities are considered to have a minimally compliant program unless indicated otherwise during an IG/NOIU inspection or the immediate superior in command (ISIC) command inspection. IG/NOIU or the immediate superior in command (ISIC) must have evaluated the activity within the award year or two preceding fiscal years.

(2) In addition, nominees must have:

(a) A 5 year declining mishap trend in combined total case rates and lost time case rates for on-duty military and civilian mishaps and in total case rates and lost time case rates for off-duty military mishaps; OR the award fiscal year rate must be the best or the second best year of the five

(b) An award year for which the number and cost of government motor vehicles mishaps are less than the average of the previous 4 years. Calculations for mishap trends shall be determined by use of the formulas found in appendix 32-B.

NOTE:

Regions are not currently considered for awards due to the vast differences in region composition, configuration and a lack of sufficient data to fairly evaluate accomplishments on a regional level. However, individual activities within a region may compete for the activity awards, if desired, providing the activity can meet the requirements specified in SECNAVINST 5100.15A and outlined above. Region consideration will be the subject of a future update.

c. Individual Awards –

(1) CNO SOH Award - Nominees must be a headquarters (military and civilian), regional, or an activity safety and occupational health professional (one award for a civilian performing safety manager duties and one civilian performing safety specialist/technician duties (total of nine) as defined in chapter 3 of this instruction and must have made significant contributions to either the individual command program or to the overall Navy SOH program. The award will be based on contributions made during the previous 3 years, including the current fiscal year.

(2) Jerry E. Shultz Memorial Safety Award – The nine winners of the CNO SOH award will compete for the Jerry E. Shultz award. The award will be presented to the one individual (military or civilian) determined to have contributed most significantly to the command or Navy SOH program during the previous 3 years, including the current fiscal year.

Nomination and Evaluation Criteria

a. Headquarters Awards. The CNO Shore Safety Award for a headquarters activity will be awarded to one Echelon Two or Three annually.

(1) Headquarters activities desiring to be considered must submit a nomination package in narrative style, single-spaced, and of no more than five single-sided pages that discusses:

(a) The quality and quantity of support provided to subordinate activities;

(b) A summary of the headquarters contributions to Fleet operational readiness and the Navy's SOH program; and

(c) Any special headquarters initiatives to improve safety and health performance of subordinate commands or the Navy's SOH program.

(2) Nominations packages shall be submitted directly to CNO (N454) no later than 31 December annually. Final selection will be by a board of no less than five members consisting of a representative from CNO (N45) and representatives from the CNO NAVOSH Quality Council. Representatives selected from the CNO NAVOSH Quality Council may not be from a headquarters activity under consideration for the award. The selection board shall meet no later than 15 January of each year to select a winner.

b. Activity Award. The nomination package shall be completed using guidance provided below.

(1) The nomination package shall be in narrative style. It shall consist of single-spaced text and may use graphics; e.g., tables, charts, diagrams, and/or photographs, to clarify accomplishments. When printed, the text and graphics, including the information below, shall consist of no more than 16 single-side printed pages. The package shall include:

Appendix 32-A

(a) A summary/explanation of what is being done toward continued mishap reduction

(b) Details on unique/special initiatives. As the award is for total command involvement/support of the SOH Program, unique/special initiatives are to include all areas of the command in support of the program, i.e. motor vehicle, off-duty/recreational, fire, partnering with the community and other government activities and organizations, community involvement, initiatives in support of the SOH Program that aren't required but will enhance the command program such as purchase of ergonomic work stations or equipment; development of programs and accomplishments beyond the minimum required by this instruction.

(c) Number of tenant commands receiving SOH support and total number of personnel at these tenant commands.

(d) A copy of the NOIU or ISIC inspection cover letter and a 5 year (current year plus four previous years) mishap trend analyses that include total case rates and lost time case rates for both on-duty military and civilian mishaps and off-duty/recreation mishaps, number of government motor vehicle mishaps and cost, and FECA costs per charge back year (CBY).

(2) Nomination letters shall be forwarded to the Echelon Two via the appropriate chain of command by 30 November. Echelon Two commands shall evaluate the nominations and forward candidates that meet the CNO criteria in each award category to COMNAVSAFECEN (Code 41) by 31 December annually. In the case of multiple winners in a given category, the Echelon 2 command must also designate the activity it wants considered for the SECNAV competition. Only nominations from the Echelon Two commands will be accepted.

(c) Selection of winners and runner-up in each category shall be in accordance with the following:

(d) COMNAVSAFECEN shall conduct a preliminary review of all activity nominations to ensure all nominees meet the minimum requirements specified in this section. In addition, all nominees that have received endorsement from the Echelon Two as the headquarters nominee for the Secretary of the Navy Award for Achievement in Safety Ashore will also be evaluated against the criteria established by SECNAVINST 5100.15A. All nominees meeting the requirements of this instruction shall be forwarded to CNO for consideration of the CNO Award for Safety Ashore. COMNAVSAFECEN shall also annotate those determined to be best qualified for the SECNAV Award for Achievement in Safety Ashore.

(e) All nominees forwarded by COMNAVSAFECEN will be evaluated by a CNO selection committee consisting of a representative from CNO (N454), COMNAVSAFECEN and three additional representatives from the CNO NAVOSH Quality Council that will meet no later than 15 January annually to select winners in each category.

c. CNO Individual Award for SOH - Nominations for the CNO Individual Award for SOH may be by individual nomination, either by the individual themselves or by others, or from the activity. Submittals must be from the activity to which the individual is assigned and be routed via the appropriate chain of command for endorsement. No more than a three-page nomination letter stating the contributions the individual has made to the command/activity program or the

overall Navy program shall be submitted directly to CNO (N454) by 31 December annually. Only those written nominations received at CNO (N454) by 31 December will be considered. A CNO selection committee will evaluate all nominations. The selection committee will be composed of a representative from CNO (N45) and at least four other representatives from the Navy SOH community. None of the committee members may be under consideration for the award. The selection committee shall meet no later than 15 January annually to evaluate and select the best three nominees in each category and select a winner.

d. Jerry E. Shultz Memorial Safety Award- Only those individuals who received the CNO SOH Award will be considered for the Jerry E. Shultz Memorial Safety Award. After determination of the winners in each category, the CNO Individual Awards selection committee shall then determine the one individual who has contributed most significantly to the command or Navy SOH Program. That individual will receive the Jerry E. Shultz Memorial Safety Award.

Presentation of Awards and Recognition of Nominees

a. The Director, CNO (N4), will present the CNO Award for Safety Ashore to winners at a special ceremony to be held in Washington, D.C. Winners of these awards will also be recognized during the annual NAVOSH Professional Development Conference (NAVOSH PDC). All winners will also be announced by CNO via naval message and recognized in other Navy publications, as appropriate. Winners receiving specific Echelon Two SECNAV award endorsement, by respective category, will be forwarded to Secretary of the Navy for consideration for the Secretary of the Navy Award for Achievement in Safety Ashore. The winners shall also be announced by CNO (N4) via official naval message and recognized in official Navy publications, as appropriate.

b. Winners and finalists of the CNO Individual Award for SOH and the Jerry E. Shultz Memorial Safety Award will be announced at the annual NAVOSH PDC. The winner of the Jerry E. Shultz Memorial Safety Award will be presented a trophy or plaque and their name will be engraved on a permanent plaque to be displayed at CNO (N454). The highest-ranking naval officer available in the area where the annual NAVOSH PDC is meeting shall present awards. The winners shall also be announced by CNO (N4) via official naval message and recognized in official Navy publications, as appropriate.

SECNAV Awards

The Secretary of the Navy (SECNAV) Activity Award is governed by SECNAVINST 5100.15A. Nominating packages for the CNO Award for Safety Ashore may also be forwarded to compete in their respective category for the SECNAV award. Echelon Two's must specifically recommend and endorse packages to be forwarded for SECNAV competition. Echelon Two's shall recommend only one command for each award category to compete for the SECNAV award

Appendix 32-B

Formulas for Calculation of Mishap Trends

1. TOTAL CASE RATES:

a. Military and Civilian On-Duty Total Case Rate:

$$\frac{\text{*Total Number of Injuries X 200,000}}{\text{End Strength X 2000HRS}}$$

b. Military Off-Duty Total Case Rate:

$$\frac{\text{*Number of recorded off-duty injuries X 200,000}}{\text{End Strength X 3760 HRS}}$$

2. LOST TIME CASE RATES

a. Military and Civilian On-Duty Lost Time Case Rate:

$$\frac{\text{**Number of all On-duty lost time/deaths X 200,000}}{\text{End strength X 2000 HRS}}$$

b. Military Off-duty Lost Time Case Rate:

$$\frac{\text{**Number of off-duty lost time/deaths X 200,000}}{\text{End strength X 3760 HRS}}$$

*Number of injuries/death (deaths, lost time, no lost time, first aid) recorded on the Log of Navy Injuries and Illnesses.

**Number of lost time/death mishaps recorded on the Log of Navy Injuries and Illnesses.